

## How to use a Digitally-Signed Document

1. If you do not have Adobe Reader, then it needs to be installed in order to use the digital signature capability. A free version is available at the following link. Click on the 'Download now' button under Acrobat Reader DC. You may be asked to reboot your system so make sure you have everything saved prior to doing this.

<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

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2. Open the Copyright Grant Form in Adobe Reader.
3. Complete the Paper Title, Author and Copyright Owner section.

Work (Paper Title): \_\_\_\_\_

\_\_\_\_\_

Author(s): \_\_\_\_\_

\_\_\_\_\_

Copyright Owner(s): \_\_\_\_\_

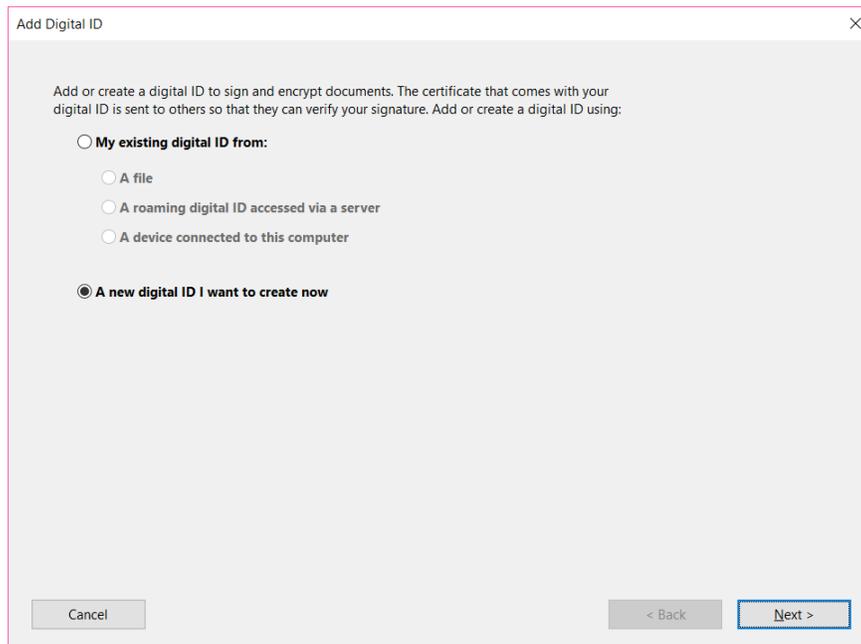
\_\_\_\_\_

- Complete Author signatory page. Author's name, company and title must be typed in. There will be a section for each author to enter their information.

**Author(s)—ALL AUTHORS MUST SIGN** (include additional pages if necessary)

Name of Author #1 (please type or print) 	Company Name
Signature	Title
Date	

- Click on the red arrow above the Signature line. If you have already have a digital ID, then you can select the digital ID and enter your password (skip to step 7). Note that if you have saved your password as part of the e-signature process or did not provide a password during the setup process it will not ask for a password. If you do not have a digital ID, then the following steps need to be done in order to create one (Step 6).
- Create a digital ID:
  - Select new digital ID and click Next



b. New PKCS#12 digital ID file and click Next

The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options. The first option, "New PKCS#12 digital ID file", is selected and bolded. Below it, a description states: "Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension." The second option, "Windows Certificate Store", is unselected. Below it, a description states: "Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login." At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >".

c. Type in at a minimum your name and email address. If paper is written within a company and/or organization unit within the company, then those should also be completed. Click Next

The screenshot shows the same "Add Digital ID" dialog box, but now it prompts for identity information. The text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields: "Name (e.g. John Smith):", "Organizational Unit:", "Organization Name:", "Email Address:", "Country/Region:" (a dropdown menu showing "US - UNITED STATES"), "Key Algorithm:" (a dropdown menu showing "1024-bit RSA"), and "Use digital ID for:" (a dropdown menu showing "Digital Signatures and Data Encryption"). At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

- d. Create a password associated with the digital ID (make it something easy to remember because this will not be retrievable) and click Next. Note if you forget your password you have to complete the process again.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:  
  
Not Rated

Confirm Password:

7. Sign the document by selecting the appropriate digital ID and entering the password. Click Sign.  
Note that there are different ways in which the signature can appear.
  - a. Standard Text

Sign Document

Sign As:

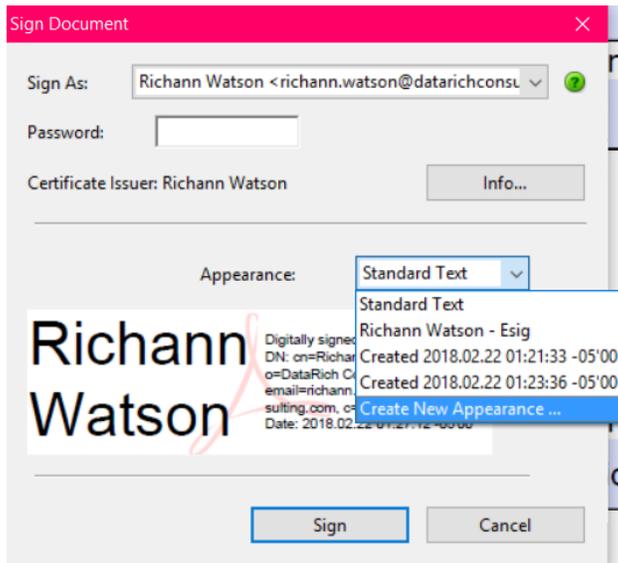
Password:

Certificate Issuer: Richann Watson

Appearance:

**Richann Watson** Digitally signed by Richann Watson  
DN: cn=Richann Watson,  
o=DataRich Consulting, ou,  
email=richann.watson@datarichconsulting.com, c=US  
Date: 2018.02.22 01:27:12 -0500

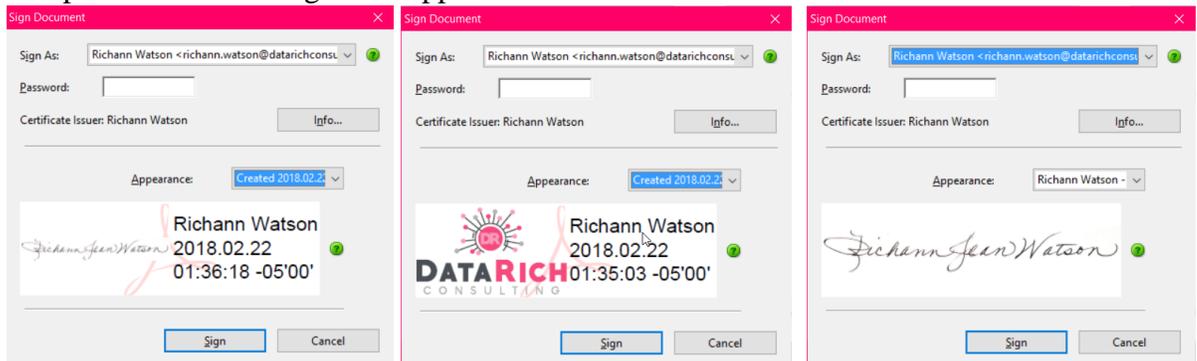
- b. Create appearance based on your needs



At the 'Configure Signature Appearance' you can decide which e-signature text you want to use. Within this dialogue box you can upload a company logo and or a scanned image of your handwritten signature and use that with e-signature text or you can use a scanned image of your handwritten signature only.



### Samples of various e-signature appearances.



8. After clicking Sign, you will be prompted to save the signed form. Browse to location of where you would like to save the form and save the form with the appropriate naming convention.

